



Date Adopted: 12/15/1998

Date Revised: _____

Title: Associate Civil Engineer

FLSA: Exempt

General Purpose:

Under general administrative direction, supervises and performs varied and complex professional civil and traffic engineering work in connection with the design, construction, maintenance and plan reviews of street improvements; may oversee contract compliance activities as they relate to construction contract procedures; and prepare plans, specification, progress reports and other engineering materials; and performs related work as required.

Distinguishing Characteristics:

This is the journey level in the professional engineering class series. Positions in this class perform complex professional engineering work and coordinate the work of lower level professional and technical staff. Appointment to this level requires considerable administrative, analytical and technical skills acquired by professional training and experience. Incumbents of this classification are expected to have considerable knowledge in traffic and transportation, right-of-way acquisition, California Map Act, current development and capital improvement projects.

Essential Duties and Responsibilities:

Plans, organizes, and directs engineering work in connection with public works construction, traffic studies, maintenance and improvement projects.

Prepares and supervises the design of engineering plans and specifications for the construction of streets, street lighting, traffic signals, drainage structures, parking facilities and other public works projects.

Serves as plan check engineer or project manager on routine projects including defining project scope; selecting consultants; negotiating contracts, change orders and amendments; preparing and monitoring project schedules supervises the checking of subdivision plans for conformance to City standards.

Responds to complaints and assists in resolving problems related to construction of City plans; interprets City plans and policies and works to resolve conflicts.

Prepares and reviews plans and specifications for accuracy of design and completeness; reviews and sets engineering requirements for major and minor subdivisions, commercial buildings, and residential projects; supervises the checking of traffic signal plans, lighting and signal interconnect plans, and

striping plans; supervises right-of-way engineering work; assists in the final inspection of site improvements and public improvement for compliance with City specifications.

Oversees the preparation of traffic studies and reports.

Prepares preliminary and final project cost estimates; assists in preparations of capital improvement program and budget; administers agreements and contracts for capital improvement projects; reviews payment requests; coordinates change orders and field directives.

Presides over bid openings and pre-construction meetings with contractors and design firms; coordinates engineering work with other departmental sections, consultants, public utilities developers and property owners.

Confers with City, state and other officials to resolve problems involving engineering projects; resolves and assists others in the resolution of disputes between the City and contractors concerning plans, specifications and extra work.

Prepares or directs the preparation of grant applications, engineering, staff and special reports.

Assists and directs staff members on complex engineering problems; develops work schedules, assigns tasks, and evaluates performance of program staff.

Coordinates projects with other businesses, utilities and other City departments.

Attends meetings and conferences; may make presentations to the City Council, commission and other groups.

Performs other related duties.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Minimum Qualifications:

Knowledge of:

Civil engineering principles, practices and methods of planing, design, traffic, construction and maintenance of public works projects.

Properties and uses of materials of public works constructions.

Principles, practices and methods of design for subdivision maps and improvement plans.

Principles and practices of transportation and traffic engineering.

Materials, methods, and techniques in the design and construction of civil and/or traffic engineering projects.

Environmental report process including CEQA and NEPA requirements.

Applicable federal, state, and local laws pertaining to the design and construction of public works and traffic systems projects.

Traffic signal maintenance procedures and computerized traffic control systems.

Principles and practices of mechanical and electrical engineering.

Principles and practices of construction contract administration and estimating of construction work.

Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.

Principles and practices of sound business communications.

Principles and practices of effective supervision.

Personal computer usage, CAD, spreadsheet and word processing applications.

Ability To:

Work independently under minimal supervision.

Outline and analyze engineering data and prepare complete and comprehensive reports.

Make independent investigations in the review of engineering problems and make recommendations for improvement.

Utilize personal computers and computer software to perform CAD, word processing, spreadsheet and specialized functions such as master plans, pavement management systems, or data base software.

Determine priorities, and to plan, assign, and supervise work of sub-professional and professional engineering personnel.

Evaluate and interpret complex plans, specifications, traffic studies, technical reports and electronic/electrical schematics.

Express ideas effectively in comprehensive written and oral presentations.

Establish and maintain effective working relationships with management, subordinates, co-workers, consultants, contractors, representatives or other agencies, the general public, using customer service and public relations techniques.

Physical Standards:

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee is regularly required to sit for long periods of time; talk and hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to read fine print on blueprints and VDT's; bend and twist to reach files, walk and stand. While performing duties, the employee is regularly required to use written and oral communication skills; speak to be heard and clearly understood, sometimes above the noise of heavy construction equipment; bodily movement to move across rough terrain and bridge scaffolding; climb into and out of manholes and trenches, 25 foot ladders and several flights of stairs; interpret complex data, information and documents; analyze and solve problems; interact with City management, other governmental officials, contractors, vendors, employees and the public.

Training and Experience:

Any combination equivalent to education and experience is likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited college or university with a bachelor's degree in civil engineering, traffic engineering or a related field.

Experience: Three years of professional experience in civil engineering work including project design, plan checking and project management; supervisory and construction experiences is preferred.

Licenses; Certificates; Special Requirements:

Possession of a valid California Class C drivers' license and Certificate of Automobile Insurance for Personal Liability.

Registration as a Professional Engineer in the State of California in Civil or Traffic Engineering is required.